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TO : Chairman, Committee on Documentation,
United States Intelligence Board

DATE: 14 July 1959

FROM : Chairman, Working Group on Common Information
Report Format, CODIB

SUBJECT: First Annual Report of the United States Intelligence Board's
Committee on Documentation

1. I have reviewed the draft of this report, CODIB-AR-1, 18 June 1959.
2. To more accurately reflect progress on the common format, recommend amendment of paragraph e (1), page 9, as follows:

"e. Review progress made in problem areas:

(1) Common format:

Encouraging progress was made by the community towards adoption of a common intelligence report format.

First - The [] adopted, and is now using with minor modifications, a sterilized version of the common format to prepare certain reports [] The system and type of form utilized (a dual ditto-offset master set) makes possible for the first time, the simultaneous preparation of both field and US Headquarters reports by the []

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Second - The Department of Army (ACSI) has also adopted (with minor modifications) the common format. Forms are on order and are due for delivery by 15 August. The Army version, also a legal sized, dual ditto-offset master set, will replace two half-letter size and one small legal size forms previously used and will completely meet the composite needs of Army, both in the field and here in Washington with the single typing of a report. The new forms and system should be completely operational on a world-wide basis by late summer-early fall. Ditto and Azeograph processes, both unsatisfactory from a Minicard standpoint, are being discontinued at Headquarters by ACSI and a new reproducible system employing Davidson Offset Systems presses will be substituted.

Third - The one remaining format used by CIA which does not follow the common format is being revised. This form, used for the "HOT" CSTD reports, will be installed at about the same time as the new Army form. While letter, rather than legal size, it will otherwise be compatible with the acceptable principles of the common format.

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Fourth - As an experiment, tape techniques for transmission of the CSTD type of report from one large field station to headquarters has been tested by CIA for several months with better than adequate effectiveness. Tests will continue and may be broadened next year. While it is entirely possible that present interest in such tape techniques for transmission of reporting from field to headquarters may play a substantial role in determining future document format and physical characteristics such as legibility, size and color which currently cause many microfilming problems, the main effect to date has been one of speeding up the flow of information and improving the quality of offset reproduction. Present formats have been successfully used; thus it is anticipated that modifications will probably effect set construction to a much greater degree than format.

As soon as the Army system become operational, a concerted effort will be made to push speedy adoption of the common format by other members of the community. Initial attention will be directed to Navy and Air Force standardization."

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Chairman, WGIR

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